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ORD 33-66
3 January 1966

MEMORANDUM FOR: Executive Officer/DD/S&T
THROUGH : Director of Research and Development
SUBJECT : Relocation of the Office of Research and Development

1. A decision to relocate the Office of Research and Development has been made. In line with this decision, ORD is making every effort to make this a smooth transition with a minimum of disruption to the office and to other elements of the directorate. Over the past month, there has been a great deal of rumor, misinformation, and lack of information circulated concerning the move which needs to be refuted or verified as soon as possible. The following list of problem areas are the most critical. Some of these problems were raised in a memorandum dated 19 October 1965 from ORD to your predecessor. Others were discussed at a meeting on 15 September 1965 which included the DD/S and his planning group, Messrs. Blake, [redacted] Chapman, and I.

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*aborn
withheld
spring
mar 1-15*

a. Date of Move: Initially we were told the date of relocation would be 1 February 1966. This date seems unlikely to us considering the state of the construction of the Ames Building. We have asked for a new estimate on the date of move but have not as yet received one.

*25,700
actual
2,000
addition
available*

b. Space Allocation to ORD: We originally requested 27,000 sq. ft. It now appears that approximately 23,790 sq. ft. will actually be available. In order to absorb this loss, we have decided to cut the division chiefs' offices to approximately half the area recommended by the architect. There is some question that security requirements will further reduce space. We need to know what alternate space or arrangements might be available as we anticipate rather serious crowding in FY67.

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downgrading and
declassification

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*Log needs wiring
air condit.
flooring*

65 tons

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Log pays air condit, wiring, flooring

not covered
est. equip.
spec. flooring
spec. wiring
spec.

c. Cost of the Move: At the time of our discussion with the DD/S, we were under the impression that the cost of the move, plus building modifications dictated by security considerations, would be paid for by the DD/S. At that time we pointed out that the costs could be substantial, particularly in the area of communications and security. It is not clear at this time that the DD/S has funds to pay for some of these modifications. ORD has made no provision in its budget for these expenses. We will need some policy clarification on this matter.

2nd
3rd shift
grey phone could go
KY-3
Log picking up
fax Xerox
TXW lines

d. Communications: We understand that gray telephones and red lines will not be available in the Ames Building but some alternative communication channels will be provided. ORD is currently surveying its needs here and has had earlier discussions with communications security. At this point, it is not clear what wire, phone, and courier communications will be provided in ORD. We wish to emphasize that our requirements here are very substantial because of our frequent contact with OSA, DD/P, NPIC, and DD/S&T offices.

20 shuttle
personnel
Langley
Gate
not NPIC
70 spaces
36 visitors
for all
Ames
Log pays
Langley
parking
spaces

e. Transportation: Perhaps the most difficult readjustment for ORD will be the problem of maintaining personal contact with the DD/S&T and other consumer offices at Langley. Although it is our intention to use existing shuttle service whenever possible, we recognize that we will be forced to use other means of transportation between the Ames Building, the Pentagon, and Langley during periods when the shuttles are not running and when time does not permit their use. We have another problem in that we meet daily with several contractors and other representatives of industry. At this time, we have no feeling for the room or parking space available at the Ames Building or at Langley for ORD personnel, the availability of an "anchor office" at the Langley building where we can maintain some files and a skeleton office, or the possibility of having an Agency or leased automobile available during working hours for transportation as suggested in our earlier memorandum.

up to

U drive it, car located there
45 series

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1. **Personnel:** It is not clear what additional staff personnel will be required by ORD to perform services currently provided by Langley staff elements. Examples include graphics support, a librarian, secretarial assistance for the "anchor office," and possibly other administrative support (personnel, security) which are now provided by the DD/S&T. Our personnel requirements submitted for FY67 which asked for [] slots did not provide for additional personnel required by this move.

2 E 30
anchor
office
500 sq. ft.

2. We are mindful of the strict economy with regard to funds and personnel this year and recognize that we will be required to make substantial adjustments. Good planning dictates that we face these practical problems at the earliest date if we are to make this relocation with a minimum disruption of efficiency and morale of all parties concerned. Accordingly, we request that you convene a meeting of those parties responsible for ORD's relocation at an early date in order that we can take the necessary action.

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[]
Deputy Director
of
Research and Development

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Attachment

Distribution:

- Original & 1 - Addressee
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ORD/DD/S&T: [] (3 January 1966)

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